

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 203-05

December 21, 2005

POSITION: Quality Review Specialist

DEADLINE TO APPLY: January 5, 2006

CLASSIFICATION: Quality Review Specialist
DEPARTMENT: Job & Family Services
LOCATION: Contract Services Unit
222 E. Central Parkway
Cincinnati, Ohio 45202
WORK HOURS: 80 Hrs. Bi-Weekly
FLSA STATUS: Salaried/FLSA Exempt
SALARY: \$38,043.00 - \$51,750.00 Annually

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Associate's degree plus 24 months experience with a DHS (or comparable department) and two courses in PC based word processing, spreadsheet or database (or 12 months experience); or 36 months experience with a DHS (or comparable department) and two courses in PC based word processing, spreadsheet or database (or 12 months experience); or equivalent.

Listed below are the PREFERRED QUALIFICATIONS of the department:

Knowledge of budgeting, accounting, management, contract/procurement procedures, provider relations, training and development of contract procurement processes, performance reporting methods and systems.

Listed below is a brief summary of the JOB DUTIES:

Conducts established reviews of contract and procurement documents. Provides quality assurance oversight for the Document Imaging project for the Contracting Section. Collects/records data, reports performance and monitoring information to management and staff to ensure contract policies and procedures are completed, utilizes COGNOS/Performance/Oracle to monitor procurement processes and report performance outcomes. Ensures data systems and paperwork documents are accurate. Provides direct technical support to Contracting Specialists, creating and modifying section reporting systems in collaboration with other departments as appropriate, and reviewing section outcome reports and section policies/procedures to ensure compliance with applicable regulations/standards. Prepares and distributes electronic and written reports summarizing findings and collaborating with staff to resolve inconsistencies. Responds to inquiries from internal and external customers on the flow of contract documents and process/procedures needed to ensure timely completion of procurement processes and ongoing monitoring of Contracting Section performance. Reviews and monitors contracting COGNOS data/systems, identifies errors/discrepancies and works with end users to make necessary corrections. Identifies procedures and programs to improve Contracting Section performance and reporting. Attends necessary training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.